

**U.S. DEPARTMENT OF ENERGY  
AND  
NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)  
*EXECUTIVE POTENTIAL PROGRAM*  
Administered by the USDA Graduate School**

Objective:	This training announcement is for DOE employees at the GS-13 through GS-15 grade levels to participate in the Executive Potential Program (EPP) through the USDA Graduate School. The EPP is a yearlong competency-based leadership program designed to develop senior-level public service employees into more effective leaders. The Program is based on the Office of Personnel Management's Executive Core Qualifications (ECQ's) and the Graduate School, USDA's Leadership Effectiveness Inventory (LEI).
Eligibility:	Full-time, permanent Federal employees at the GS-13 through GS-15 or equivalent levels who have demonstrated significant leadership potential.
Program Overview:	EPP is a competency-based program with a curriculum based on experiential learning and supported by classroom instruction. Program participants are expected to be away from their current positions for a minimum of six months over the course of the program. This program does not involve a promotion or a change in position.
Components:	One component of the program is the completion of the USDA Graduate School's LEI. Based on the results of the assessment, participants develop a leadership development plan. Another component is participants attend four intensive one-week residential sessions outside of the Washington, D.C. metropolitan area. During the orientation session, participants are assigned to an Action Learning Team; the team researches a current issue and gives a presentation upon project completion. The program also includes benchmarking visits to identify outstanding leadership practices. In addition, participants must complete two 60-day developmental assignments outside of their position of record. Other program components include a senior executive mentor, senior executive interviews, and shadowing assignments.
Cost:	Tuition is \$5,945 and is the responsibility of the participant's organization, as are travel and per diem expenses.
Program Cycle:	This is a twelve-month program that begins March 29, 2009.
Continued Service Agreement:	Successful applicants must sign a <a href="#">Continued Service Agreement</a> in order to participate in this program. The form is available on the ETS web site via the link above, and should be included with the nomination package.
Nomination Procedure  <b>(Please note procedures are different for NNSA employees)</b>	<b>Step 1:</b> For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in <b>Course #000156, Session #0010</b> . For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. <b>Step 2:</b> When the training request is approved, complete a nomination package; it must include a résumé or OF-612, a completed USDA <a href="#">application form</a> , and a training request form (SF182). Each package must be coordinated through his or her training <a href="#">liaison/coordinator</a> and approved by the head of the participant's organization. <b>Step 3:</b> Submit nomination materials to Norman Houghtaling, Career Development Assistant, HC-21 via email, <a href="mailto:norman.houghtaling@hq.doe.gov">norman.houghtaling@hq.doe.gov</a> or fax (202) 586-0953. <b>NNSA Employees*:</b> Application procedures for NNSA employees are at the <a href="#">NNSA SC Career Development Program webpage</a> . NNSA must follow these procedures and meet the NNSA specific timelines in order to be considered for this career development opportunity. Failure to follow these procedures may result in elimination. Applications received after the NNSA closing date will not be accepted.

Points of Contact:	<p><b>DOE:</b> Norman Houghtaling, (202) 586-0953 or <a href="mailto:norman.houghtaling@hq.doe.gov">norman.houghtaling@hq.doe.gov</a>; or Karen Lerma, Corporate Training Officer, Office of Human Capital Management Innovations and Solutions, Enterprise Training Services, HC-21 at (202) 631-9940 or <a href="mailto:karen.lerma@hq.doe.gov">karen.lerma@hq.doe.gov</a>.  <b>NNSA:</b> Molly Saenz, (505) 845-4306 or <a href="mailto:msaenz@doeal.gov">msaenz@doeal.gov</a> or Shari Moya, (505) 845-4246 or <a href="mailto:smoya@doeal.gov">smoya@doeal.gov</a></p>
Nomination Due Date:	<p><b>Due Dates:</b></p> <p><b>DOE Applicants: January 28, 2009</b></p> <p><b>NNSA Applicants: November 19, 2008</b></p> <p>All applications (DOE and NNSA) have to be in to ETS by January 28, 2009. Applicants cannot apply directly to USDA.</p>
Additional Information:	<p>This course is approved for 12 graduate credits applied to a Master's of Science in Management through Thomas Edison State College, Trenton, N.J. For more information, view their Web site at <a href="http://www.tesc.edu">http://www.tesc.edu</a>.</p> <p>More detailed information on the program is available on the USDA Graduate School Website <a href="http://www.grad.usda.gov/">http://www.grad.usda.gov/</a>, under "Courses &amp; Programs," then "Leadership Development Program," then "Executive Potential Program."</p>